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Microsoft Office 2007 for Windows

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Microsoft Office 2007 for Windows Steve Schwartz
Completely redesigned to help users finish tasks more quickly and manage information more effectively, Microsoft Office 2007 will offer users a new look and smarter ways of getting things done. From the expanded depth and power of Excel 2007 to the new graphics capabilities and formatting tools of PowerPoint, Microsoft has rethought and reworked the entire suite. And in this new edition of our Office Visual QuickStart Guide, author Steve Schwartz has rewritten from the ground up the entire book to better aid readers as they get up to speed with the new Office tools. The book is essential reference tool for the home and small business user, covering everything in the Office Basic, Home & Student, Standard, and Small Business suites. Software covered includes: Word, Excel, OneNote, Outlook, PowerPoint, and Publisher.

- Easy visual approach uses pictures to guide you through Microsoft Office and show you what to do.
- Concise steps and explanations let you get up and running in no time.
- Page for page, the best content and value around.

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